

# **2013 School Safety Inspection Checklist for Virginia Public Schools**





# 2013 School Safety Inspection Checklist for Virginia Public Schools

Inspection Conducted  
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## Background

In 2013, Virginia Governor Robert F. McDonnell convened the School and Campus Safety Task Force, which focused on improving safety in public schools, and on college and university campuses throughout the Commonwealth. Several pieces of legislation were passed by the 2013 Virginia General Assembly as a result of this task force, including HB 2346. Effective July 1, 2013, this new legislation requires all public schools in the Commonwealth to conduct school building safety inspections using a standardized walk-through checklist. The Virginia Center for School Safety, in consultation with the Virginia Department of Education, is providing this standardized walk-through inspection checklist to be used as part of the overall school safety audit.

The following are excerpts from §22.1-279.8. School safety audits and school crisis, emergency management, and medical emergency response plans required by the *Code of Virginia* that pertain specifically to the use of the standardized walk-through checklist.

...Section B. The Virginia Center for School Safety, in consultation with the Department of Education, shall develop a list of items to be reviewed and evaluated in the school safety audits required by this section. Such items shall include those incidents reported to school authorities pursuant to § [22.1-279.3:1](#) and shall include a school inspection walk-through using a standardized checklist provided by the Virginia Center for School Safety, which shall incorporate crime prevention through environmental design principles...

...The local school board shall retain authority to withhold or limit the release of any security plans, walk-through checklists, and specific vulnerability assessment components as provided in subdivision 7 of § [2.2-3705.2](#). The completed walk-through checklist shall be made available upon request to the chief law-enforcement officer of the locality or his designee. Each school shall maintain a copy of the school safety audit, which may exclude such security plans, walk-through checklists, and vulnerability assessment components, within the office of the school principal and shall make a copy of such report available for review upon written request.

The standardized walk-through checklist is an important tool of the comprehensive school safety audit. Other changes to the school safety audit process enacted as of July 1, 2013 in §22.1-279.8. of the Code is shown below in italics.

...Each school shall submit a copy of its school safety audit to the relevant school division superintendent. The division superintendent shall collate and submit all such school safety audits, in the prescribed format and manner of submission, to the Virginia Center for School Safety *and shall make available upon request to the chief law-enforcement officer of the locality the results of such audits.*

C. The *division superintendent shall* establish a school safety audit committee to *include, if available,* representatives of parents, teachers, local law-enforcement, *emergency services agencies, local community services boards,* and judicial and public safety personnel. The school safety audit committee shall *review the completed school safety audits* and submit *any plans, as needed,* for improving school safety *to the division superintendent for submission* to the local school board.

D. Each school board shall ensure that every school that it supervises shall develop a written school crisis, emergency management, and medical emergency response plan, consistent with the definition provided in this section, *and shall provide copies of such plans to the chief law-enforcement officer, the fire chief, the chief emergency medical services official, and the emergency management official of the locality. Each school division shall designate an emergency manager...*

Lastly, the new section §22.1-137.2 of the Code requires every public school to conduct at least two lockdown drills every school year; one lockdown drill shall be completed in September of each school year, and the other shall be completed in January, in accordance with of the *Code of Virginia*.

## Instructions for use

The School Safety Inspection Checklist is built upon the knowledge and training of crime prevention experts using criminal behaviors and fields of science included in the philosophy of CPTED. Each school or school system should recognize their own unique challenges and address priorities accordingly. Recommendations for Best Practices included in this document are general in nature. The unique construction, access and egress of the school being examined must be taken into account to ensure compliance with all applicable fire and other statutes. It is with this concern in mind that §22.1-279.8 was amended to mandate that schools establish a school safety audit committee which includes representatives from various emergency services disciplines.

This checklist is structured in a yes, no, not applicable format, with a section to write suggestions for improvement. When conducting this walk-through assessment, it is recommended that each school have a trained CPTED practitioner to provide additional assistance. Many police departments and sheriffs' offices have a trained CPTED/Crime Prevention practitioner. Some localities also have CPTED/Crime Prevention practitioners available if the locality law enforcement agency is unable to provide the assistance needed.

The purpose of this checklist is to identify vulnerabilities and offer a foundation upon which to build a safer learning environment. The recommendations contained in this report are intended to reduce the opportunity for crime and related problems. Should any of the recommendations be in conflict with the Fire Protection Code or other ordinances and codes, the code shall take precedence. There is no guarantee that the implementation of some or all of these strategies will eliminate future crime.

## Additional training

The Virginia Department of Criminal Justice Services offers a course titled, "Application of Crime Prevention Through Environmental Design (CPTED) in School Security Surveys Training." This course is intended to prepare the participant to conduct a comprehensive examination of a school's physical environment for possible crime vulnerabilities. Using CPTED, with situational crime prevention, and the rational choice theory, this course provides a unique understanding of how the environment impacts crime in a school or university setting. This training provides practical suggestions for K-12 institutions, as well as appropriate information for addressing college and university settings and dorms.

Additional questions should be directed to the contacts listed below:

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# Standard Practices for Conducting School Safety Checklists

## Completing the School Building and Property Checklists

Personnel should be trained on their specific responsibilities, what they are looking for, and the process that should be used to complete the checklist. It is essential that all personnel use the same process to complete the report. The simplest way of conducting a walk-through is an outward-in process, which is to begin at the periphery of the property and work inward.

As part of the inspection, personnel should gather crime statistics on all reported school incidents available from their local law enforcement agency for analysis. School discipline data should also be used. This information identifies areas of vulnerability in planning, classroom assignment and location, allows for examination of causative factors, and guides the development of possible solutions. Trends or patterns of crime can be included in the team's report.

### ***Exterior***

#### **1. FENCES**

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The primary purpose of fencing school grounds is to clearly identify the boundaries of the property, and to subtly suggest that within those boundaries, certain behavior is expected.

Fences direct vehicular and pedestrian traffic to safer locations that are easily observed by passing pedestrians or vehicles, and to authorized points of ingress and egress.

##### *Recommendation for Best Practice*

Fencing of a play area is desirable in an elementary school setting. The fence protects children and others from roaming away or into traffic, as well as creates an obstacle for trespassers to overcome. In middle or high school settings, property boundaries should be clearly defined and partial fencing used in secluded areas that cannot be easily monitored.

Selection of fencing material should be based upon the use and location of the fence. When possible, fencing should be wrought iron, chain link, cable, corral, separated pickets, split rail or other see through construction. The fence's purpose is to protect, deter and reveal. A five to eight foot fence is more than adequate to accomplish these goals. Consideration must be given to entry and exit points. Entry locations should be kept at a minimum, and located in highly observable areas.

#### **2. GATES**

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Gates should be made of material equal to or better in quality than fencing, with special consideration given to the latches or locks, if used.

##### *Recommendation for Best Practice*

If a fenced area must be locked, the type of lock used must be in compliance with applicable local building codes. If padlocks are used, they should be quality padlocks, and every effort should be made to ensure that the padlocked area is patrolled and checked by police or school security officials periodically.

#### **3. LIGHTING**

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Proper lighting is necessary for people to see and be seen. Proper lighting can have a substantial impact on reducing crime.

##### *Recommendation for Best Practice*

Lighting should allow the identification of a face from a distance of approximately thirty (30) feet for someone with normal vision. Lights should be inspected regularly to ensure they are in working order.

#### **4. BUILDINGS AND GROUNDS – GENERAL**

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Equipment failure (e.g., burned out light bulbs, broken locks) may lead not only to theft, but also injury. It is essential that all equipment be inspected and repaired regularly to avoid such mishaps.

##### *Recommendation for Best Practice*

It is recommended that a maintenance inspection schedule be implemented and adhered to by school staff. Tamper resistant fasteners should be used on playground equipment to maintain a safe play area. Playgrounds should be fenced to avoid abduction opportunities and youth wandering from school property.

If possible, trash receptacles should be emptied or inspected several times throughout the day in order to reduce the possibility that contraband is concealed there.

Second story burglary is not a frequent occurrence, but some simple precautions will prevent opportunists from vandalizing or burglarizing school property via second story access.

#### **5. SURVEILLANCE CAMERAS**

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##### *Recommendation for Best Practice*

If the school chooses to install surveillance cameras, the school should designate an individual to be responsible for viewing surveillance recordings, changing the storage media and storing the recordings.

#### **6. SECURITY ALARM SYSTEM**

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##### *Recommendation for Best Practice*

It is recommended that a central security alarm be installed for all schools. At a minimum, rooms that contain valuable equipment and/or files should be alarmed with a centrally monitored system. Due to the size and difficulty of locating intruders, a zoned alarm system is suggested in order to track the movement of an intruder. Ideally, the alarm system should have a battery backup for power failures and all alarms should be tested at least every six (6) months.

#### **7. LANDSCAPING AND VISIBILITY**

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Plants, shrubbery, and other measures may be just as effective as other fencing materials, when used to clearly identify school boundaries. The presence or absence of vegetation is a clear indicator of desired or undesired use of an area. Worn trails indicate cut-through paths of use, and must be addressed by legitimizing the cut-through either by placement of a sidewalk or designated paths or eliminating the cut-through.

Trees and shrubs serve many purposes and are desirable. However, if not maintained properly, they may become sources of concealment or an area to hide criminal activity.

##### *Recommendation for Best Practice*

Shrubs should be trimmed to a maximum of three feet in height, particularly shrubs in close proximity to windows and doors to ensure that routine patrols and bystanders have the opportunity to view and report suspicious activity.

Trees should be trimmed from the ground up to the first branch at a height of no less than eight feet. The closest branch should be at least ten feet from the building. Tree canopies should not block illumination from installed lights. It is recommended that prickly or thorn shrubs be planted to discourage undesirable assembly in areas that cannot be observed easily or offer opportunity for concealment. Prickly shrubs located under windows should be trimmed to the specification mentioned above, but allowed to grow up to the physical building structure to prevent concealment.



## 8. SIGNAGE AND ENTRANCES

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The primary point of entry should be easily identifiable by design, such as the presence of a carport or other focal point, or by signage indicating it as the public entrance. Each additional door should be secured to prevent entry and allow emergency exit only through use of exit/panic bar hardware.

### *Recommendation for Best Practice*

It is recommended that only one entrance be designated for public access to each building to control admittance. All doors should be equipped with hardware that prevents chaining or barring the doors from within or without. On the exterior of all doors not designated as the main entrance, signage should be posted that directs all visitors to the main entrance and state that they must report to the office. For example, "All visitors must enter through the main entrance under the Broad Street awning, and report to the office." All teachers and staff with work stations near an exit door should be given the responsibility to ensure that the door is kept secure and not propped open at any time.

All schools should be posted as "Drug Free/Gang Free School Zones." The enhanced punishment associated with this designation requires that the area be posted. Posting may serve as a deterrent to such activity.

## 9. DOORS

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Door systems for schools should meet the minimum requirements set forth for commercial establishments.

### *Recommendation for Best Practice*

All exterior doors should be constructed in a metal frame of steel, aluminum alloy or solid hardwood core. All glazing should be of tempered safety glass or polycarbonate sheeting. Any exposed hinges should be of the non-removable pin hinge type. Minimum one-hour burn rated fire doors should be installed where specified by fire code such as in stairwells.

All exterior doors should be numbered for use in the case of emergency response. Numerals should be a minimum of 6 inches in height, of contrasting and reflective material, to be seen at a distance. Numerals should be clockwise with door #1 being the main entrance.

## 10. WINDOWS

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All windows should remain uncovered by papers, blinds and drapes to provide maximum surveillance onto walkways, courtyards and school grounds.

### *Recommendation for Best Practice*

Windows in a school environment should use glazing that is scratchproof lexan, polycarbonate or other break resistant coated material. All glazing should be in good condition, free from cracks and/or breaks. All ground level windows should have functioning latches capable of securing the window and not being easily defeated. It is recommended that all basement windows be secured with additional security measures and that all air ducts have steel grilles installed. Windows designed for emergency escape should not be difficult to open or blocked by screens. Like doors, all windows should be identified from the exterior with corresponding classroom numbers that are large and visible to aid in an emergency response.

## 11. KEY CONTROL

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Key control in large facilities is a significant problem due to personnel turnover and the addition of new buildings.

### *Recommendation for Best Practice*

For schools equipped with a mechanical key system, the use of high security locks (as rated by the Underwriters Laboratory, U.L.) is essential. Implementing a key control policy and an annual inventory of keys is recommended. High security locks require that keys be cut by a specialized vendor, which makes duplicating or manipulating keys more difficult.

Only one or two persons should have exterior door access keys and should be given the responsibility of opening and closing the facility. Individual office or classroom keys may be required, but all keys should be distributed and signed for at

the beginning of

the school term, and then collected at the end of the term. One staff member should be assigned this duty, and should be identified by position in the school's crisis plans for quick access to any needed key, or a master key in an emergency situation. Lost or unaccounted for keys require a lock change. Access to master and grand master keys should be limited to essential personnel who have legitimate need for them, and described in policy.

Newer facilities or those being renovated may opt for electronic access, or "smart key" systems. These systems allow for computerized monitoring of when and who accessed certain areas and provide a means to give singular, limited or full access to the various users. They allow for the rescinding of access in a matter of seconds via a computer program.

## **12. WALKWAY COVERS, LEDGES, OTHER ROOF ACCESS**

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### *Recommendation for Best Practice*

Easy access to walkway covers, lower roofs, awnings or ledges from second story windows must be addressed through security or alarming the windows and removing natural climbing facilitators such as stacked pallets, ladders and other such items. Roof access should be secured at all times other than when access is required by authorized personnel.

## **13. MODULAR CLASSROOMS**

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With schools outgrowing their existing space, many schools have turned to the temporary use of modular classrooms set apart from the main school facility.

### *Recommendation for Best Practice*

Modular classrooms should be placed in areas with natural observation opportunities. The more casual observation of the location, the safer the classroom will tend to be. Consideration should be given to fencing around the modular in such a way as to tie it to the facility. Modular classrooms should be equipped with a means of locking down the classroom in an emergency. Modular classrooms should be secured at all times when not in use.

# **TRAFFIC AND PARKING LOT SAFETY**

## **14. DESIGN AND USE**

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Directional markings limit confusion and ensure the orderly flow of vehicles within the parking lot. Entry and exit locations should be limited to discourage the perception of public access and cut-through traffic. If public roadways pass through the school campus, extra effort to restrict their use becomes necessary. Signage prohibiting through traffic, use of rumble strips, speed humps, and other traffic calming devices may be useful in addressing this problem. If possible, the school may request that the roadway be reverted to school ownership to allow their full responsibility, control and maintenance of the road.

When possible, all schools should be designed with parking lots well within sight of the school. All lots should be clearly visible from an occupied location inside. Surveillance cameras may become necessary to monitor isolated parking lots. Lots that are to be used for evening activities should have adequate lighting to increase safety. Lighting provides a deterrent to criminal activities.

In order to allow the parking lot to be adequately monitored for truants, thefts and other illegal activity, it is important to ensure that persons are in the parking lot only at designated times. By disallowing visits to personal vehicles during the school day, the potential for students retrieving contraband, such as weapons or drugs, is greatly reduced.

It is important that notice be given at all entrances to the campus of the expected behavior. Speed limits are a behavior that must be adhered to in order to ensure safety of all users.

Some schools may choose to implement a vehicle decal system. If more than one parking area is used, this process could ensure that students park in the proper lot. Decal systems also provide faculty with the ability to identify the student or faculty member responsible for the vehicle. Use of the lot could be contingent on the driver signing an agreement of required safe use and completing a vehicle descriptor card.

Other schools may choose to assign parking spaces by number. By assigning student parking space numbers, school administration is able to place potential problem students in locations where they may be observed more closely.

In designing a safe traffic environment, it is important that potential hazards be limited. Uses created from bicycles and pedestrians pose a hazard. Student drop off locations should be designated, clearly identified and away from the private vehicle parking lot and bus loading area. If possible, work with a local traffic engineer to designate such a location on a public street.

#### *Recommendation for Best Practice*

It is recommended that students, faculty and staff share the same parking area. By having faculty share the parking lot, legitimate ownership is taken of that space by the faculty users who have an interest in the activity that occurs, and therefore, more natural surveillance is achieved. Students, on the other hand, see faculty members frequently in the parking lot and are much less likely to use the parking lot for unlawful activity. Reserved parking for named faculty, such as "Reserved for Mr. Doe," or "Reserved for Principal" is not recommended due to possible targeted attacks or vandalism. While parking lots may be visible and jointly used by students, faculty and staff, monitoring should be conducted via walk-through throughout the day at random intervals.

A policy prohibiting visits to the parking lot during school hours is advised so that a person's presence is more likely to draw attention, and warrant questioning by faculty and/or staff.

All visitor parking should be located in the main entrance area, within view of the office. Signage specifying that all visitors must park in designated visitor area parking should be clearly visible when entering school grounds. Pedestrian crosswalks from the parking and drop-off areas should also be clearly marked.

If cameras are used, good quality color cameras with high-resolution color monitoring and recording systems should be used.

### **15. BUS LOADING AREA**

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All bus loading areas should be used only by buses, particularly during specified loading and unloading times. Due to the mass amount of movement during these times, additional supervision may be helpful to prevent incidents.

#### *Recommendation for Best Practice*

Efforts should be made to eliminate the necessity for buses to back up to facilitate an exit. Parents, teachers, faculty or volunteers may serve as monitors. It is crucial that monitors are trained to aid in these duties.

Where space permits, buses should leave enough space between each bus to maneuver for emergency evacuation. Do not park buses end to end if possible. If the first bus is disabled, all buses are prevented from evacuating.

### **16. OTHER TRAFFIC**

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To avoid unnecessary traffic hazards, the school should provide vendors with time periods during which deliveries and emptying of dumpsters are allowed.

#### *Recommendation for Best Practice*

These activities should take place when very little vehicular traffic is expected, expediting vendor deliveries and exits, while maintaining the safety of others.

## **INTERIOR**

### **17. GENERAL AREAS – EXIT SIGNS AND EMERGENCY LIGHTS**

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Exit signs and emergency lighting may be targets for vandalism. Should a pattern of damage to one location be recognized, it should immediately be reported to school administrators and prompt an inspection of other signs and emergency lights.

#### *Recommendation for Best Practice*

Exit signs, posted emergency evacuation plans and emergency lights should be checked regularly to ensure they are functional and designate the intended direction for exit. Stairwells should be checked regularly for adequate lighting, and equipped with necessary emergency lighting.

### **18. INTERIOR LIGHTING**

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Adequate lighting prevents falls and injuries. Poor lighting should be addressed immediately.

#### *Recommendation for Best Practice*

Interior lighting is another area that should be included in the scheduled maintenance plan. The plan should also list the school's procedures for reporting light outages.

### **19. IDENTIFICATION BADGES**

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Photo identification badges are a precaution that some schools are finding necessary to keep unauthorized persons from entering facilities, as it makes unauthorized persons more easily identifiable.

#### *Recommendation for Best Practice*

Student photo identification badges are a recommended measure for middle and high school age students, even if the student may only be required to display their identification when asked by a faculty or staff member.

It is highly recommended that all schools institute a photo identification badge system for students, faculty and staff, which requires them to display the badge on the outer most article of clothing while on school property. Substitute teachers may be given a separate badge that is unique and numbered, to be picked up and turned in each day. These badges should be accounted for by office staff daily.

### **20. RECORD SECURITY**

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Private records of students should be handled in accordance with Family Educational Rights and Privacy Act (FERPA). Storage and disposition of these records should be maintained in accordance with the Library of Virginia Records Retention Schedules (General Schedule, GS-21).

#### *Recommendation for Best Practice*

All computers containing such information should be password protected when not in use. Additional care should be taken to ensure that the monitor is not visible to people casually passing by. Hard files should be stored in locked file cabinets, and should be secured from access and common view.

It is recommended that the school have a policy which instructs school personnel on the proper handling, storage, and disposition of the private records of students, faculty and staff. Personnel responsible for such duties should be trained on the policies and procedures.

## **21. PROPERTY INVENTORY**

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School property should be labeled with an identifiable marking or tracking number to discourage theft and pilferage.

### *Recommendation for Best Practice*

At a minimum, any item valued at more than \$250, or an amount agreed upon by the school administration, should be inventoried annually. This inventory should include a complete description of the item; any school applied tracking numbers, and the storage location of the item. If the item is placed in the care of a faculty or staff member, that person should sign a document verifying their acceptance of and responsibility for that item. Any new items should be added to the inventory within thirty (30) days of receipt (who will inventory the item and will this be noted in policy?).

## **22. TWO-WAY COMMUNICATION**

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Emergencies can occur in any classroom or facility at any time. Communication may be needed to report an injury, an emergency or to call for assistance. Teachers may observe activities that they need to report, and it is essential that all classrooms be equipped with some means of two-way communication.

### *Recommendation for Best Practice*

Options may include the use of intercom systems, wired telephones, cellular digital telephones and/or two-way radios. Modular classrooms and athletic facilities should be included when implementing a communication system. These systems should also be tested regularly to ensure they are in working order.

## **23. SPECIFIC AREAS—ENTRANCE LOBBY**

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School design or remodeling should ensure that visual observation of all visitors may occur at the main public entrance before they proceed further into the building. By ensuring that the main entrance is visible from the office, natural surveillance of the entrance is achieved. Since sign-in by visitors occurs at the office, all visitors will recognize that they are being monitored from the time they arrive on school property.

### *Recommendation for Best Practice*

All schools should require that visitors enter at one designated entrance. In a campus style layout, each building should have a designated entrance that can be monitored by the Principal, Administrator or other trained personnel. All doors other than the designated entrance door should be secured and treated as exit doors only. If sign-in is facilitated in the office, some type of physical barrier, such as a counter, should be equipped with a panic alarm system. A raised platform on the employee side of the counter may also create a psychological advantage and provide better observation of the visitor.

If remodeling an existing school, one may make use of a volunteer station within the area of the primary entrance. The volunteer should be trained and equipped with a means of communication with the main office, sign-in documents and visitor badges. A less desirable method of augmenting a retrofitted area may be the use of surveillance cameras, monitored at the office. The use of surveillance cameras may have a deterrent effect, but they can be defeated if locations are known or if they are not properly monitored and provide no immediate prevention defense.

## **24. HALLWAYS**

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Often trouble erupts in school hallways or corridors due to limited monitoring between classes. These incidents may be caused by a number of factors that could be addressed by classroom schedules, building usage and assigned monitors.

### *Recommendation for Best Practice*

The design of hallways of older facilities may create recessed doorways and blind turns that will need to be addressed. Convex-mirrors provide a means of observation, as well as having teachers stand outside their classroom door during class changes. Staggered bell schedules may also offer a means of reducing overcrowding in hallways.

All lockers assigned to students and staff should be required to be locked at all times when not immediately in use. Lockers that are not assigned or otherwise in use should be secured to prevent the concealment of weapons, drugs, or other contraband.

## **25. CAFETERIA**

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The cafeteria is one of the most frequent sites of spontaneous violence. It is a common area that is often overcrowded and where peers are present to encourage fighting or confrontations. Areas that create a line “bottle neck” effect can also contribute to confrontations.

### *Recommendation for Best Practice*

Monitoring of the cafeteria is necessary, and may be accomplished through the use of faculty, staff, volunteers, school resource officers and others.

Proper cash controls and practices should be in place, with a policy outlining these procedures. The policy should address procedures such as counting cash before and after changing cashiers; limiting cash in the register; securing the remainder of cash in a safe; and making daily bank deposits.

Frequent deliveries to the cafeteria may necessitate a final consideration. The visitor policy for this area may need to be adjusted, or cafeteria deliveries excluded from the visitor policy since delivery personnel are directly supervised by cafeteria staff. All walk-in refrigerator units should be equipped with hardware to open from the inside as well as the outside.

All cafeteria staff should be familiar with crisis and emergency response plans and participate in all drills. Drills should include procedures for lockdown if possible.

## **26. RESTROOMS**

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Due to their private nature, restrooms are frequently the location of choice for illicit activity. The use and sale of drugs, smoking of cigarettes, bullying and violent acts may occur behind the private closed doors of the restroom.

### *Recommendation for Best Practice*

It is imperative and necessary that restrooms be regularly checked by school staff for such activity and maintenance issues that may contribute to or generate illicit activity.

Entrance doors should be secured open, or removed altogether to reduce the opportunity for the illicit activities mentioned. In order to provide the visual privacy required, a privacy wall or panel may be installed.

Efforts should be taken to remove graffiti (within 24 hours) after it is observed, photographed and reported. Graffiti may be gang related and may challenge other gangs, which in turn may lead to violence on the property, and attract more graffiti.

School maintenance staff should give special attention to restrooms to ensure that all lights are functioning, cannot be turned off without a key, and are vandal resistant.

All restrooms should be equipped with fixed ceiling panels to avoid the use of drop ceilings as a place for concealment. Trash receptacles should also be checked frequently for the same reason. Windows and mirrors should be shatter resistant to avoid their use as weapons if broken.

## **27. CLASSROOMS**

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Strategically locating classrooms according to use is a crime prevention tactic that reduces potential conflicts among users, enhances accountability and observation by faculty and staff, and provides a safer environment. For example, classrooms for difficult students who are frequent disciplinary subjects should be located as close to the office as possible and away from the general student body when possible. Classrooms should also be assigned to ensure that no areas of the building are left isolated and unused for extended periods of time. Often, without legitimate functions to occupy the space, illegitimate activity will occur.

Classrooms should have door hardware which allows the rooms to be locked down in an emergency situation. Immediate access into these rooms by administrators or staff with keys or electronic access control credentials is a must, in the event a student secures him or herself in the classroom to harm him or herself or others.



### *Recommendation for Best Practice*

Classroom doors should have tempered observation panels to encourage teacher surveillance of the hallway. These panels should not be blocked by blinds, papers or other materials. Blinds may be installed to be used ONLY in the case of a lockdown or critical incident and this limitation noted in the school policy. All classroom doors should be locked when not occupied to prevent vandalism or the use of unoccupied rooms for illicit activity.

All escape windows in the classrooms should be easily manipulated to allow for escape, and should be examined regularly to ensure that they are not painted shut, blocked from opening, or barred in any manner.

It is recommended that the names of students NOT be listed outside the classrooms. Historically law enforcement and prevention practitioners have recommended against parents dressing their children in clothing with their name prominently displayed for the same reason that posting children's names outside the classroom is not desired. Children are by nature trusting and even though taught to be wary of strangers they will respond to their name. Additionally estranged parents may identify the school of their children and the posting of names may facilitate stranger or parental abduction. Removing the posted names increases the effort for abduction to occur by forcing the abductor to search or otherwise reveal suspicious behavior.

## **28. HIGH RISK CLASSROOMS AND AREAS**

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Areas identified as high risk are usually the target of burglaries more so than violent acts. Such high risk areas may include, but are not limited to: the computer lab, music room, auto shop and other areas in which valuable equipment is stored.

### *Recommendation for Best Practice*

These areas should be connected to a quality security alarm system that is monitored by a central monitoring company or local law enforcement. It is recommended that the computer lab, audio visual closet, and other areas associated with high dollar equipment not be marked with signage identifying them, but rather identified by room number only.

Areas in which student files are stored, such as counseling offices and main offices, should be alarmed and equipped with high security locks, as rated by the Underwriters Laboratory, U.L.

## **29. GYMNASIUM AND/OR AUDITORIUM**

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When used as part of the school function, locker rooms should be monitored by faculty or staff.

### *Recommendation for Best Practice*

The design of these facilities should allow use without providing open access to the remainder of the school. To retrofit existing facilities that were not designed with this concern in mind, retractable gates securing hallways may be installed to allow access to restroom facilities, locker rooms, etc. This will limit access to the remainder of the school while remaining consistent with fire code requirements. Entrances to facilities used by outside entities should be separate, provide for crowd management and movement, and should be supervised by a responsible user. If school maintenance staff is not used for this function, the designated individual should be responsible for conducting a walk-through check and securing the facility after it is used.

## **30. CUSTODIAL CLOSETS AND MECHANICAL ROOMS**

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Students seeking private locations to conduct illicit activities may seek doors known to be open and rooms that are not regularly occupied such as custodial closets and mechanical rooms. Not only does this present an opportunity for intentional harm but unintentional harm may occur as well, by students smoking around dangerous chemicals or playing with electrical panels.

### *Recommendation for Best Practice*

These doors must be kept locked to eliminate such instances and to eliminate any excuses offered by persons found in these restricted areas. It is essential that areas restricted from general use be clearly identified by signage at a minimum. Notice of the restrictions may also be given in policies, student conduct guidelines, and by other means.



### 31. INCIDENT REPORTING POLICY AND PROCEDURE

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Legislation dictates what is required to be reported to law enforcement. School administrators, security staff, and faculty may intervene in situations in which they seize contraband or evidence. The school should enter into an agreement with the local law enforcement agency to receive and store any evidence taken from a student. The law enforcement agency is aware of chain of custody procedures necessary to ensure the preservation of the evidence. Usually a photograph of the item is sufficient for any administrative hearing. Dangerous items found but not associated with a specific incident, such as weapons, drugs, etc., should be turned over to law enforcement.

Graffiti and vandalism of the school not only represent the destruction of property but also may represent gang presence and/or challenges to other gangs. It is imperative that all such vandalism be reported to the police, photographed and removed as quickly as possible to prevent retaliation or publicizing the group responsible.

A policy specifying when a documented report is required is a must to ensure that the much needed documentation is available as more severe discipline measures becomes necessary. Guided by legal mandates, each school must identify what will be reported. It is recommended that a central repository for these reports be identified. Incidents should be categorized and analyzed to identify recurring problems or patterns with regard to locations, times, students involved, etc. Analysis is closely linked to planning and prevention. Any and all patterns indicate a need to look closer at the perpetrator, the location, or the cause. If patterns are recognized, they should be reported to the school administration and police for further investigation.

#### *Example*

Define what is considered an assault and remove any ambiguity. It is recommended that you use the FBI's Uniform Crime Reporting System definitions of crime. This information can be obtained online at [www.bjs.gov/ucrdata/offenses.cfm](http://www.bjs.gov/ucrdata/offenses.cfm).

Evaluate where and when the majority of assaults occur.

<b>Where:</b>	<input type="checkbox"/> Classroom #__	<b>When:</b>	<input type="checkbox"/> Before school—	Time__
	<input type="checkbox"/> Hallways—which?		<input type="checkbox"/> After school —	Time__
	<input type="checkbox"/> Restroom—which?		<input type="checkbox"/> Change of class—	Time ____
	<input type="checkbox"/> Locker room—which?		<input type="checkbox"/> Lunch period—	Time__
	<input type="checkbox"/> Play areas—which?		<input type="checkbox"/> During gym—	Time__
	<input type="checkbox"/> Parking lots—which?		<input type="checkbox"/> During class—	Time__
	<input type="checkbox"/> Other _____			

The above data is the minimum of what should be evaluated. When possible, more detailed data such as identifying which hall, and in what part of the hall the crime is occurring will enable school administration to address the location, if not the crime. Student identity may be protected by designating a staff person to assign a number to students for tracking and redacting the name of the student from the document. Recidivism may be tracked this way while not identifying the particular student. If patterns are identified, some response to address the pattern must be made. Typically, the pattern will point to a contributing factor such as: lack of responsible supervision in the area, conflicting class schedules, isolation of an area, or overcrowding during a certain time. These problem areas may be addressed at little or no cost by moving classes to other areas, adjusting schedules or installing monitoring cameras. Once steps have been taken to address the contributing factors, some effort to monitor the pattern over a period of time for continued problems or problem elimination should be taken and, if the problem continues, other strategies employed.

#### *Note: Obtaining Local Area Crime Statistics*

You should request crime statistics from every law enforcement agency that has jurisdiction in your school's geographic area(s). You may call that agency and ask to speak with a supervisor or public affairs officer. They should be able to point you to the appropriate person. Some law enforcement agencies post local crime statistics on a public access website and may direct you to their web site.

# SCHOOL SAFETY INSPECTION CHECKLIST

## EXTERIOR

### 1. FENCES

Are all grounds fenced?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable
Are school grounds fenced?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable
Only the playground is fenced?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable
No fencing, but border definition exists.	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable
Are all athletic fields fenced?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable
Are fences all properly maintained?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable
Explain border definition type:	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable
List height of any fencing:	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable
Suggestions for Improvement(s) _____						

### 2. GATES

Are gates secured by quality heavy-duty padlocks after hours? .....	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable
Suggestions for Improvement(s) _____						

### 3. LIGHTING

Are exterior lights adequate?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable
Is there lighting at all building entrances?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable
Is there lighting at all potential intrusion sights?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable
Do athletic facilities have adequate lighting?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable
Are all lights mounted at twelve to fourteen feet in height?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable
Do exterior lights reduce shadowed areas near the school?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable
Do lights have break resistant glass?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable
Are light lenses cleaned annually?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable
Are lights checked monthly for inoperative fixtures/burned out bulbs and repaired?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable
Suggestions for Improvement(s) _____						

#### 4. BUILDING AND GROUNDS—GENERAL

Do sidewalks and curbing appear to be in good condition?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable
Are the school grounds kept free of trash and debris?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable
Are ladders and roof access means secured?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable
Are dumpsters and other equipment placed a minimum of 10 feet from buildings? .....	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable
Are exterior electrical, maintenance and mechanical rooms kept locked?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable
Are all gasoline/diesel fuel storage areas free of any fertilizers or other oxidizing materials?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable
Are trash cans secured to posts or other anchors?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable
Are trash cans emptied at the end of each school day?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable
Is there a schedule in place for inspection and repair of locks, lockers, outbuildings, electrical plates, playground equipment and fire alarms? .....	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable
Is all vandalism reported to local law enforcement?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable
Are school exterior walls free of graffiti?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable
Is all graffiti photographed, reported to local law enforcement and removed within 24 hours?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable
Is any pattern of vandalism, violence or other problem reported to school administration?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable
Is playground equipment connected with tamper resistant fasteners?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable
Are soccer goals tethered while in use or secured by chains and locks?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable
Suggestions for Improvement(s) _____					

#### 5. SURVEILLANCE CAMERAS

Are there exterior surveillance cameras?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable
Are there interior surveillance camera?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable
Are the surveillance cameras monitored?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable
Are the surveillance cameras recording?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable
Are the surveillance cameras positioned to allow for optimal coverage?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable
If recording cameras are used, who has the responsibility for viewing, changing the storage media and storage of recordings?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable
Is there a policy pertaining to surveillance camera usage (when and why it is to be used) and the handling of _____	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable
Are signs posted giving notice that surveillance cameras and recordings are in use or in periodic use to prevent liability issues arising from their _____	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable
Are surveillance cameras permanently affixed or mobile?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable

Is the room where the controls and DVRs are housed secured?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
Is access to such room limited to authorized personnel?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
Are DVRs password protected so only authorized personnel can record footage?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Not Applicable <input type="checkbox"/>

Where are the surveillance cameras located?

☐ Classrooms    ☐ Main entrance    ☐ Hallways    ☐ Parking lots    ☐ Stairwells    ☐ Bus loading/unloading

☐ Cafeteria    ☐ Play areas    ☐ Library    ☐ Athletic fields    ☐ Other \_\_\_\_\_

Suggestions for Improvement(s) \_\_\_\_\_

**6. SECURITY ALARM SYSTEM**

Is there a security alarm system?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
Is the security alarm system monitored?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
Does the system have a power failure back-up?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
Are security alarms tested at least once every six months?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Not Applicable <input type="checkbox"/>

Suggestions for Improvement(s) \_\_\_\_\_

**7. LANDSCAPING**

Are all shrubs trimmed to a maximum height of three feet?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
Are all trees trimmed up to eight feet to the lowest branch?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
Are all trees at least ten feet from any buildings?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
Are prickly or thorn shrubs used to discourage pedestrian traffic in unsafe locations?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Not Applicable <input type="checkbox"/>

Suggestions for Improvement(s) \_\_\_\_\_

**8. SIGNAGE AND ENTRANCES**

Is there signage designating the primary public access point?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
Is there signage instructing all visitors that they must report to the office?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
Are "Drug Free School Zone" signs posted?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
Are "Gang Free School Zone" signs posted?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Not Applicable <input type="checkbox"/>

Suggestions for Improvement(s) \_\_\_\_\_

## 9. DOORS

Do all exit doors provide direct and unobstructed access to a fire escape?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable
Do all exterior doors "self close" and lock properly?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable
Are doors constructed of steel, aluminum alloy or solid core hardwood?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable
Are glass doors framed and made of tempered glass?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable
Are double doors secured with multiple point flush bolts?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable
Are exposed door hinges equipped with non-removable hinges?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable
Are door frames made of heavy metal?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable
Are all doors numbered with signs at least 3-4 inches in height for aid of first responders?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable

Suggestions for Improvement(s) \_\_\_\_\_

## 10. WINDOWS

Is lexan, polycarbonate or other scratch proof, break-resistant coating used for windows?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable
Are all ground floor window locks functional?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable
Are all windows intact?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable
Are all basement windows secured with grating or well covers?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable
Are all windows numbered for aid of first responders?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable

Suggestions for Improvement(s) \_\_\_\_\_

## 11. KEY CONTROL

Does the school have a key control policy in place?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable
Does the school conduct an annual inventory of keys?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable
Is one staff member assigned to key control?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable
Is this person identified by position in the crisis management plan?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Not Applicable

Suggestions for Improvement(s) \_\_\_\_\_

## 12. WALKWAY COVERS, LEDGES, OTHER ROOF ACCESS

Are natural climbing facilitators removed from areas where they may provide access to walkway covers, lower roofs, awnings and/or ledges? ..... ☐ YES ☐ NO ☐ Not Applicable

Are ladders secured to prevent access to walkway covers, lower roofs, awnings and/or ledges? ..... ☐ YES ☐ NO ☐ Not Applicable

### 13. MODULAR/PORTABLE CLASSROOMS

Are modular classrooms locked when not in use?	YES <input type="checkbox"/> NO <input type="checkbox"/> Not Applicable <input type="checkbox"/>
Are portables locked at all times?	YES <input type="checkbox"/> NO <input type="checkbox"/> Not Applicable <input type="checkbox"/>
Are portable walkways, handrails and steps in good condition?	YES <input type="checkbox"/> NO <input type="checkbox"/> Not Applicable <input type="checkbox"/>
Are portable wooden steps and ramps adequately coated with non-slip surfacing paint?	YES <input type="checkbox"/> NO <input type="checkbox"/> Not Applicable <input type="checkbox"/>
Can the fire alarm be heard sufficiently from each portable classroom?	YES <input type="checkbox"/> NO <input type="checkbox"/> Not Applicable <input type="checkbox"/>
Do portables have two-way communication with the office?	YES <input type="checkbox"/> NO <input type="checkbox"/> Not Applicable <input type="checkbox"/>
Is there two-way communication between all classrooms, work stations and the office?	YES <input type="checkbox"/> NO <input type="checkbox"/> Not Applicable <input type="checkbox"/>
Is there a secondary means of communication at the school (e.g., bullhorns, handheld radios)?	YES <input type="checkbox"/> NO <input type="checkbox"/> Not Applicable <input type="checkbox"/>

## TRAFFIC AND PARKING LOT SAFETY

### 14. DESIGN AND USE

Do driving lanes have directional markings? .....	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/>
Not Applicable			
Are fire lanes marked with approved fire lane signs, yellow curbing, and without any obstruction? .....	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
<input type="checkbox"/> Not Applicable			
Do faculty and students park in the same lot? .....	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/>
Not Applicable			
Is there a designated parking area for students arriving and leaving at atypical times?..	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Not Applicable
Are there signs designating the speed limit?.....	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/>
Not Applicable			
Are speed bumps/humps or other traffic calming devices used?.....	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Not Applicable
Are student drop off areas away from other high traffic areas? .....	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/>
Not Applicable			
Is visitor parking close to the main entrance? .....	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/>
Not Applicable			
Are parking lots clearly observable from the school?.....	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/>

Not Applicable

Are parking lots monitored during the day?..... ☐ YES ☐ NO ☐

Not Applicable

Is parking controlled by a decal system? ..... ☐ YES ☐ NO

☐ Not Applicable

Are assigned parking spaces specified by number instead of name/position? ..... ☐ YES ☐ NO ☐ Not

Applicable

Is student access to parking areas restricted to times of arrival and dismissal?..... ☐ YES ☐ NO ☐ Not

Applicable

Are surveillance cameras used to monitor parking lots?..... ☐ YES ☐ NO ☐ Not  
Applicable

If yes, does the camera system allow for recording? ☐ YES ☐ NO ☐ Not Applicable

Are there designated bicycle parking areas? ..... ☐ YES ☐ NO ☐  
Not Applicable

Are bike racks monitored or observed by staff or security?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
Are all areas accessible to patrol vehicles?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
Is staff on duty in the morning and afternoon to monitor lots?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Not Applicable <input type="checkbox"/>

Suggestions for Improvement(s) \_\_\_\_\_

### 15. BUS LOADING AREA

Are bus loading areas clearly marked and restricted to other vehicles during use?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
Is staff assigned to monitor bus areas?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
Is staff assigned to all other areas during drop off and pick up of students?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Not Applicable <input type="checkbox"/>

Suggestions for Improvement(s) \_\_\_\_\_

### 16. OTHER TRAFFIC

Do vendors have scheduled time periods for delivery? ..... ☐ YES ☐ NO ☐ Not Applicable

Suggestions for Improvement(s) \_\_\_\_\_

## INTERIOR GENERAL AREAS

### 17. EXIT SIGNS AND EMERGENCY LIGHTS

Are all exit signs and emergency lights functioning and properly mounted?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
Are clear and precise emergency evacuation maps posted in critical locations?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
Are these areas included in the school's scheduled maintenance plan?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
Does the plan address procedures for reporting light outages?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Not Applicable <input type="checkbox"/>

Suggestions for Improvement(s) \_\_\_\_\_

### 18. INTERIOR LIGHTING

Do all rooms, stairwells and halls have proper lighting?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
Are these areas included in the school's scheduled maintenance plan?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
Does the plan address procedures for reporting light outages?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Not Applicable <input type="checkbox"/>

Suggestions for Improvement(s) \_\_\_\_\_



## 19. IDENTIFICATION BADGES

Are students issued school ID badges?	YES	<input type="checkbox"/> NO	<input type="checkbox"/> Not Applicable
Are ID badges issued to all full- and part-time faculty and staff?	YES	<input type="checkbox"/> NO	<input type="checkbox"/> Not Applicable
Are students required to display the badge while on school property?	YES	<input type="checkbox"/> NO	<input type="checkbox"/> Not Applicable
Are faculty and staff required to display the badge while on school property?	YES	<input type="checkbox"/> NO	<input type="checkbox"/> Not Applicable
Suggestions for Improvement(s) _____			

## 20. RECORD SECURITY

Are computers containing students' personal information password protected when not in use?	YES	<input type="checkbox"/> NO	<input type="checkbox"/> Not Applicable
Are hard files stored in locked file cabinets that are secured from access and common view?	YES	<input type="checkbox"/> NO	<input type="checkbox"/> Not Applicable
Does the school have a policy addressing the information, use and security of student records?	YES	<input type="checkbox"/> NO	<input type="checkbox"/> Not Applicable
Does the school have a policy addressing the secure disposal of student records?	YES	<input type="checkbox"/> NO	<input type="checkbox"/> Not Applicable
Are personnel trained on these procedures?	YES	<input type="checkbox"/> NO	<input type="checkbox"/> Not Applicable
Suggestions for Improvement(s) _____			

## 21. PROPERTY INVENTORY

Does the school inventory property annually?	YES	<input type="checkbox"/> NO	<input type="checkbox"/> Not Applicable
Are all audio-visual equipment, computers and other valuable school property marked with an identifiable number?	YES	<input type="checkbox"/> NO	<input type="checkbox"/> Not Applicable
Are personnel who receive property required to sign for it?	YES	<input type="checkbox"/> NO	<input type="checkbox"/> Not Applicable
Are new items added to inventory within thirty (30) days of receipt?	YES	<input type="checkbox"/> NO	<input type="checkbox"/> Not Applicable
Is someone identified who is responsible for adding new stuff to inventory and is it in	YES	<input type="checkbox"/> NO	<input type="checkbox"/> Not
Suggestions for Improvement(s) _____			

## 22. TWO-WAY COMMUNICATION

What type of two-way communication does the school use?	YES	<input type="checkbox"/> NO	<input type="checkbox"/> Not Applicable
Are modular classrooms equipped with a means of two-way communication?	YES	<input type="checkbox"/> NO	<input type="checkbox"/> Not Applicable
Are athletic facilities equipped with a means of two-way communication?	YES	<input type="checkbox"/> NO	<input type="checkbox"/> Not Applicable
Are these systems checked regularly?	YES	<input type="checkbox"/> NO	<input type="checkbox"/> Not Applicable

Is someone identified who is responsible for checking systems and is it in policy? ..... ☐ YES ☐ NO ☐ Not Applicable

*Suggestions for Improvement(s)* \_\_\_\_\_

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### 23. SPECIFIC AREAS—ENTRANCE LOBBY

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Is the entrance lobby visible from the main office? ☐ YES ☐ NO ☐ Not Applicable

Are all visitors required to enter through one designated entrance? ☐ YES ☐ NO ☐ Not Applicable

Are visitors notified by signage of the required sign-in and sign out? ☐ YES ☐ NO ☐ Not Applicable

If there are multiple buildings on site, is there one main entrance per building?..... ☐ YES ☐ NO ☐ Not Applicable

Is the sex offender registry used to screen visitors? ☐ YES ☐ NO ☐ Not Applicable

Does staff check visitors by examining identification and checking data against the students emergency data card? ☐ YES ☐ NO ☐ Not Applicable

*Suggestions for Improvement(s)* \_\_\_\_\_

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### 24. HALLWAYS

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Are all hallways kept clear and free of slip, trip and fall hazards? ☐ YES ☐ NO ☐ Not Applicable

Is a means of observation provided (e.g, convex-mirrors, teachers) outside of classrooms during class change? ☐ YES ☐ NO ☐ Not Applicable

If yes, please describe the means provided. \_\_\_\_\_

Are unused lockers secured?..... ☐ YES ☐ NO ☐ Not Applicable

*Suggestions for Improvement(s)* \_\_\_\_\_

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### 25. CAFETERIA

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Are knives, box cutters, etc., stored securely when not in use? ☐ YES ☐ NO ☐ Not Applicable

Is there a cash control policy in place? ☐ YES ☐ NO ☐ Not Applicable

Is the walk-in refrigerator equipped with a safety handle on the inside? ☐ YES ☐ NO ☐ Not Applicable

Is the kitchen equipped with an "ABC Class" extinguisher and a "K-Class" fire extinguisher for vegetable oil? ☐ YES ☐ NO ☐ Not Applicable

Can cafeteria doors be secured? ☐ YES ☐ NO ☐ Not Applicable

Is the cafeteria monitored during lunchtime by faculty, staff, volunteers, school resource officer or others? ☐ YES ☐ NO ☐ Not Applicable

If yes, who monitors the cafeteria? \_\_\_\_\_

*Suggestions for Improvement(s)* \_\_\_\_\_

## 26. RESTROOMS

Are restrooms monitored by faculty and/or staff regularly throughout the school day?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
Are restroom doors secured open and privacy panels installed at the entrance?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
Are restrooms equipped with fixed ceiling panels?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
Does bathroom door hardware prevent locking from inside?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
Is graffiti photographed, reported to law enforcement and removed within 24 hours?..	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Not Applicable <input type="checkbox"/>

Suggestions for Improvement(s) \_\_\_\_\_

## 27. CLASSROOMS

Are door vision panels made of tempered glass?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
Are door vision panels clear and unobstructed?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
Are locks on the classroom doors adequate in a lockdown situation?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
Do interior doors lock from the inside?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
Do interior doors shut and lock properly?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
Are all unoccupied rooms/areas secured?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
Are chemicals properly stored in a designated, secure chemical storage area?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
Are flammable and corrosive chemicals stored in appropriate containers and locations?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
Is safety equipment (goggles, eyewash stations, showers, etc.) easily accessible in the science room?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
Are lab fume hoods in good working order and vented directly to the outside?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
Do kilns vent directly to the outside?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
Are students' names listed on the outside of the classroom?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
Are evacuation maps clearly posted with primary and secondary routes of egress?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Not Applicable <input type="checkbox"/>

Suggestions for Improvement(s) \_\_\_\_\_

## 28. HIGH RISK CLASSROOMS AND AREAS

Are areas at high risk for theft/loss (e.g., music room, computer lab) equipped with high security locks and alarms?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
Are areas at high risk for theft/loss intentionally not identified by signs designating their use and/or contents?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
Are school files and records maintained in locked cabinets?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
Are all medications double locked, and syringes secured in Sharps containers at all times?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Not Applicable <input type="checkbox"/>

Are reinforced poles used to protect gas and water mains from damage by vehicles?... ☐ YES ☐ NO ☐ Not Applicable

Suggestions for Improvement(s) \_\_\_\_\_

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## 29. GYMNASIUM AND/OR AUDITORIUM

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Are locker rooms monitored by faculty and/or staff? ..... ☐ YES ☐ NO ☐ Not Applicable

If the facility provides open access to this portion of the school, is there a retractable gate securing the hallway leading to the remainder of the school? ☐ YES ☐ NO ☐ Not Applicable

..... ☐ the facility after use by outside entities? ☐ YES ☐ NO ☐ Not Applicable

Is this procedure in policy? ☐ YES ☐ NO ☐ Not Applicable

Can the gym and auditorium be locked from the inside in the event it is necessary to go into lockdown when occupied? ☐ YES ☐ NO ☐ Not Applicable

Suggestions for Improvement(s) \_\_\_\_\_

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## 30. CUSTODIAL CLOSETS AND MECHANICAL ROOMS

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Are all custodial closets and mechanical rooms kept ☐ YES ☐ NO ☐ Not Applicable

Are mechanical, electrical and boiler rooms free of combustible storage? ☐ YES ☐ NO ☐ Not Applicable

Is the working space designated for all electrical equipment free of storage of any non-related materials? ☐ YES ☐ NO ☐ Not Applicable

Are restricted areas marked as such? ☐ YES ☐ NO ☐ Not Applicable

Are all electrical panels locked? ☐ YES ☐ NO ☐ Not Applicable

Have old or unused chemicals been properly disposed of rather than continuing to be stored in the custodial closet? ☐ YES ☐ NO ☐ Not Applicable

Are electrical panels easily accessed with at least three feet of space clear in front of the panel door? ☐ YES ☐ NO ☐ Not Applicable

Suggestions for Improvement(s) \_\_\_\_\_

### 31. INCIDENT REPORTING POLICY AND PROCEDURE

Has your school reported any assaults, vandalisms, or larcenies in the last school year? ☐ YES ☐ NO ☐ Not Applicable

If so, evaluate when and where the majority of assaults occur.

- |               |                                       |              |  |
|---------------|---------------------------------------|--------------|--|
| <b>Where:</b> | <input type="checkbox"/> Classrooms   | <b>When:</b> | <input type="checkbox"/> Before school   |
|               | <input type="checkbox"/> Hallways     |              | <input type="checkbox"/> After school    |
|               | <input type="checkbox"/> Restrooms    |              | <input type="checkbox"/> Change of class |
|               | <input type="checkbox"/> Locker rooms |              | <input type="checkbox"/> Lunch period    |
|               | <input type="checkbox"/> Play areas   |              | <input type="checkbox"/> During gym      |
|               | <input type="checkbox"/> Parking lots |              | <input type="checkbox"/> During class    |
|               | <input type="checkbox"/> Field trips  |              | <input type="checkbox"/> Other _____     |

Evaluate when and where the majority of vandalism occurs:

- |               |                                       |              |  |
|---------------|---------------------------------------|--------------|--|
| <b>Where:</b> | <input type="checkbox"/> Classrooms   | <b>When:</b> | <input type="checkbox"/> Before school |
|               | <input type="checkbox"/> Hallways     |              | <input type="checkbox"/> After school  |
|               | <input type="checkbox"/> Restrooms    |              | <input type="checkbox"/> During school |
|               | <input type="checkbox"/> Locker rooms |              | <input type="checkbox"/> Weekends      |
|               | <input type="checkbox"/> Play areas   |              | <input type="checkbox"/> Parking lots  |
|               | <input type="checkbox"/> Other _____  |              |  |

Evaluate when and where the majority of larcenies occur.

- |               |                                       |              |  |
|---------------|---------------------------------------|--------------|--|
| <b>Where:</b> | <input type="checkbox"/> Classrooms   | <b>When:</b> | <input type="checkbox"/> Before school |
|               | <input type="checkbox"/> Hallways     |              | <input type="checkbox"/> After school  |
|               | <input type="checkbox"/> Restrooms    |              | <input type="checkbox"/> During school |
|               | <input type="checkbox"/> Locker rooms |              | <input type="checkbox"/> Weekends      |
|               | <input type="checkbox"/> Play areas   |              | <input type="checkbox"/> Parking lots  |
|               | <input type="checkbox"/> Other _____  |              |  |

Have steps been taken to address these patterns? ..... ☐ YES ☐ NO ☐ Not Applicable

Explain. \_\_\_\_\_

Are CPTED (Crime Prevention Through Environmental Design) trained officers or planners consulted prior to any new construction or major remodeling projects? ..... ☐ YES ☐ NO ☐ Not Applicable

## APPENDIX A

### DRUG-FREE ZONE STATUTE

§ 18.2-255.2 Prohibiting the sale or manufacture of drugs on or near certain properties; penalty.

- A. It shall be unlawful for any person to manufacture, sell or distribute or possess with intent to sell, give or distribute any controlled substance, imitation controlled substance, marijuana or synthetic cannabinoids while:
1. Upon the property, including buildings and grounds, of any public or private elementary, secondary, or post secondary school, or any public or private two-year or four-year institution of higher education, or any clearly marked licensed child day center as defined in § 63.2-100;
  2. Upon public property or any property open to public use within 1,000 feet of the property described in subdivision 1;
  3. On any school bus as defined in § 46.2-100;
  4. Upon a designated school bus stop, or upon either public property or any property open to public use which is within 1,000 feet of such school bus stop, during the time when school children are waiting to be picked up and transported to or are being dropped off from school or a school-sponsored activity;
  5. Upon the property, including buildings and grounds, of any publicly owned or publicly operated recreation or community center facility or any public library; or
  6. Upon the property of any state facility as defined in § 37.2-100 or upon public property or property open to public use within 1,000 feet of such an institution. It is a violation of the provisions of this section if the person possessed the controlled substance, imitation controlled substance, marijuana or synthetic cannabinoids on the property described in subdivisions 1 through 6, regardless of where the person intended to sell, give or distribute the controlled substance, imitation controlled substance, marijuana, or synthetic cannabinoids. Nothing in this section shall prohibit the authorized distribution of controlled substances.
- B. Violation of this section shall constitute a separate and distinct felony. Any person violating the provisions of this section shall, upon conviction, be imprisoned for a term of not less than one year nor more than five years and fined not more than \$100,000. A second or subsequent conviction hereunder for an offense involving a controlled substance classified in Schedule I, II, or III of the Drug Control Act (§ 54.1-3400 et seq.) or synthetic cannabinoids or more than one-half ounce of marijuana shall be punished by a mandatory minimum term of imprisonment of one year to be served consecutively with any other sentence. However, if such person proves that he sold such controlled substance, marijuana, or synthetic cannabinoids only as an accommodation to another individual and not with intent to profit thereby from any consideration received or expected nor to induce the recipient or intended recipient of the controlled substance, marijuana, or synthetic cannabinoids to use or become addicted to or dependent upon such controlled substance, marijuana, or synthetic cannabinoids, he shall be guilty of a Class 1 misdemeanor.
- C. If a person commits an act violating the provisions of this section, and the same act also violates another provision of law that provides for penalties greater than those provided for by this section, then nothing in this section shall prohibit or bar any prosecution or proceeding under that other provision of law or the imposition of any penalties provided for thereby.

### GANG-FREE ZONE STATUTE

#### § [18.2-46.3:3](#). enhanced punishment for gang activity taking place in a gang-free zone; penalties

Any person who violates § [18.2-46.2](#) (i) upon the property, including buildings and grounds, of any public or private elementary, secondary, or postsecondary school, or any public or private two-year or four-year institution of higher education; (ii) upon public property or any property open to public use within 1,000 feet of such school property; (iii) on any school bus as defined in § [46.2-100](#); or (iv) upon the property, including buildings and grounds, of any publicly owned or operated community center or any publicly owned or operated recreation center is guilty of a felony punishable as specified in § [18.2-46.2](#), and shall be sentenced to a mandatory minimum term of imprisonment of two years. A person who violates subsection A of § [18.2-46.3](#) upon any property listed in this section is guilty of a Class 6 felony, except that any

person 18 years of age or older who violates subsection A of §

[18.2-46.3](#) upon any property listed in this section, when such offense is committed against a juvenile, is guilty of a Class 5 felony. Any person who violates subsection B of § [18.2-46.3](#) upon any property listed in this section is guilty of a Class 5 felony. It is a violation of this section if the person violated § [18.2-46.2](#) or [18.2-46.3](#) on the property described in clauses (i) through (iii) regardless of where the person intended to commit such violation.

